

GERAB NYED-YON Ltd.
ToR for Technician (Plumbing)

1. Introduction

Gerab Nyed-Yon Ltd. (GNY) is an autonomous entity holding and managing the assets and investments of the Zhung Dratshang. It ensures adequate support to the Zhung Drasthang for the conduct of spiritual responsibilities towards preservation and promotion of Buddhism, the Kingdom's spiritual heritage.

2. Position and Grade

Technician (OS1/OS2/OS3 based on experience)

3. Employment Type

Initially for three years contract (extendable based on individual's performance and requirement of the company).

4. Job Description

The Electrician/Plumber will be responsible for addressing issues of the electrical and plumbing systems in the various buildings of GNY. The role includes performing regular maintenance, troubleshooting issues, and ensuring that all electrical and plumbing systems are functioning properly. The position also involves coordinating with tenants to resolve problems in a timely and efficient manner.

The position reports to Sr. Analyst, Land & Real Estate Department (LRED).

5. Duties and Responsibilities

- Respond to tenant complaints and resolve electrical and plumbing issues promptly.
- Troubleshoot and repair and plumbing issues (e.g., leaks, blockages).
- Install and maintain plumbing fixtures (e.g., faucets, toilets).
- Perform regular maintenance checks on plumbing systems to prevent issues.
- Ensure all work meets safety standards and local building codes.
- Communicate with tenants about repair status and access needs.
- Keep accurate records of repairs and maintenance performed.
- Assist with emergency repairs outside regular hours when necessary.

6. Qualification & Experience Criteria

- Minimum VTI/TTI (NC1/NC2/NC3) graduate in Plumbing or RPL / DSP certified Plumbers.
- Preference shall be given to those having experience in both Plumbing & Electrical works.

7. Documents to be submitted at the time of application

- Duly filled GNY application form;
- Curriculum Vitae (CV);
- Copy of academic transcripts;
- Job Experience Certificate;

- Copy of CID;
- Security Clearance Certificate;

8. Documents to be submitted if selected

- Medical Fitness Certificate
- No Objection Certificate from the current employer
- Audit Clearance (if applicable)

9. Salary & Others Benefits

Salary and benefits shall be fixed within the existing GNY pay scales and in line with the GNY Service Rules.

10. Contact Person

For further information please contact HR at 02341578/02341579 or email to hra@gerab.bt